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## PRELIMINARY INFORMATION FORM (PIF) for Archaeological Sites

The Preliminary Information Form (PIF) constitutes an application for preliminary consideration of a property for eligibility for the Virginia Landmarks Register and the National Register of Historic Places. The PIF is **not** the same as a nomination to the Registers, but is a means for evaluating the **eligibility** of a property for listing. The PIF is evaluated by Department of Historic Resources (DHR) staff and the State Review Board (SRB) based on information available at the time of preparation. Recommendations are subject to change if additional information becomes available. DHR and SRB recommendations regarding the property's eligibility will be provided to the property owner in writing.

### **Before Preparing a PIF**

Contact DHR's Archivist for assistance in obtaining any information DHR may have on file about your property, such as a previous archaeological survey record or eligibility evaluation. You are welcome to use this information in preparing your PIF. Contact **DHR's Archivist** by phone at (804) 482-6102, or by email at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov).

Archaeological staff at each of DHR's three Regional offices are available to answer questions you may have as you begin preparing your PIF. Locations and contact information for each office is at <https://www.dhr.virginia.gov/about-dhr/regional-preservation-offices/>. (You also are welcome to ask **DHR's Archivist** for the contact information.)

### **Preparing a PIF**

A PIF consists of three equally important parts:

- Form:** Complete the attached form to the best of your ability, using your own research about the site to be evaluated as well as any information that DHR has provided. Remember that DHR's Regional staff also are available to assist you. The form may be completed using Microsoft Word software, typed, or hand-written. If using MS Word, include the electronic file via CD, email, ftp, or other file sharing means.  
**Your PIF will not be evaluated if it is missing the property owner's signature and/or contact information for the person submitting the form (if different from the property owner)**
- Photos:** Provide color digital images (JPGs are preferred) of the site's current condition as well as photographs from any field investigations that may have occurred. Submit one set of photo prints and JPG digital images with the PIF to **DHR's Archivist**.
- Maps:** A minimum of two maps must accompany your PIF.
  - Location map:** This map shows the exact location of the site. The map can be created using Google Earth, DHR's VCRIS mapping application, or other mapping websites. A copy of a section of a USGS topographic quadrangle map also may be used. The location map must include the date, county/city where the site is located, site name, a "North" arrow, and its DHR inventory number (if already assigned). (Sections of USGS quadrangle maps can be printed free of charge using the Map Locator at the USGS website: <https://store.usgs.gov/maps>).
  - Sketch map:** This map depicts the site's boundaries in relationship to other features that are important in conveying the location of the site, such as major roads, waterways, and topographic features. The sketch map must include the date, county/city where the site is located, site name, its DHR inventory number (if already assigned), a "North" arrow, and "Not to Scale" (if appropriate). The sketch map can be drawn by hand, or an annotated aerial view, tax parcel map or survey map may be used.

### **Submitting a PIF**

Once you have completed the PIF, **DHR's Archivist** at the mailing address at the top of this page or via email at [Quatro.Hubbard@dhr.virginia.gov](mailto:Quatro.Hubbard@dhr.virginia.gov). The PIF will be forwarded to the Regional staff member who will review your PIF and will answer any questions you may have about the evaluation process. Do not include materials for other DHR programs, such as Threatened Sites, with your PIF.

**Note:** All submitted materials become the property of DHR and will be retained in our permanent Archive. In addition, non-sensitive materials will be posted on DHR's public website for a period of time during the evaluation process.



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*Note: PIFs are prepared by applicants and evaluated by DHR staff and the State Review Board based on information known at the time of preparation. Recommendations concerning PIFs are subject to change if new information becomes available.*

**DHR No. (to be completed by DHR staff)** \_\_\_\_\_

**1. General Property Information**

Site name: \_\_\_\_\_

Site address (or distance to nearest intersection): \_\_\_\_\_

Town (if applicable): \_\_\_\_\_

Zip code: \_\_\_\_\_

Name of the Independent City or County where the property is located: \_\_\_\_\_

USGS Quadrangle: \_\_\_\_\_

**2. Physical Character of General Surroundings**

Acreage: \_\_\_\_\_

Approximate Dimensions: \_\_\_\_\_

Site Description Notes/Notable Landscape Features:

Current Use of Site:

Any Known Threats to the Site:

Briefly describe the site's overall location and setting, including any notable landscape features:



**Archaeological Description:** Discuss (a) archaeological deposits present at the site and their level of integrity, and (b) prior investigations at the site as well as prior historical documentation for the site, citing all available references. For sites being evaluated for the Threatened Sites Fund, also discuss types of threats facing the resource, the severity of such threats, and if threats are immediate or long-term in nature.



**Archaeological Significance Statement:** Discuss historical and archaeological reasons that the site is likely to be significant. Briefly note any significant events, personages, and / or families associated with the site. Detail what research issues could be effectively addressed with the archaeological remains preserved at this site.



5. Property Ownership (Check as many categories as apply):

Private: \_\_\_\_\_ Public\Local \_\_\_\_\_ Public\State \_\_\_\_\_ Public\Federal \_\_\_\_\_

Current Legal Owner(s) of the Property (If the property has more than one owner, please list each below or on an additional sheet.)

name/title: \_\_\_\_\_
organization: \_\_\_\_\_
street & number: \_\_\_\_\_
city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_
e-mail: \_\_\_\_\_ telephone: \_\_\_\_\_

Legal Owner's Signature: \_\_\_\_\_
Date: \_\_\_\_\_

•• Signature required for processing all applications. ••

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: \_\_\_\_\_
Daytime Telephone: \_\_\_\_\_

Applicant Information (Individual completing form if other than legal owner of property)

name/title: \_\_\_\_\_
organization: \_\_\_\_\_
street & number: \_\_\_\_\_
city or town: \_\_\_\_\_ state: \_\_\_\_\_ zip code: \_\_\_\_\_
e-mail: \_\_\_\_\_ telephone: \_\_\_\_\_
Date: \_\_\_\_\_